

OCFO BULLETIN



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From the Desk of
EDMUNDO A. GONZALES
Chief Financial Officer

I am pleased to announce the selection by Secretary Reich and Acting Deputy Secretary Metzler of Mr. Kenneth M. Bresnahan to serve as the Deputy Chief Financial Officer of the Department of Labor. He joins the Office of Chief Financial Officer today.

Ken is a career employee who has spent his Federal service in the Department of Agriculture, Food and Consumer Service.

Since 1991, he has been the Service's Budget Officer. In this position, he provided direction and leadership for budget formulation and execution of a \$40 billion appropriation for the administration of 15 major domestic food assistance programs, including the Food Stamp Program, the National School Lunch Program and the Special Supplemental Food Program for Women, Infants and Children. From 1993 to 1995, Ken served on detail as the Chief Financial Officer for the Food and Nutrition Service.

His earlier management responsibilities include Chief of Program Branch of the Budget Division, Chief of the Nonschool Programs and Specialized Services, Special Nutrition Programs and Chief of Financial Operations of the Food and Consumer Service.

In 1985, he was selected for a one year IPA assignment to the Virgin Islands Department of Education. As a Management Consultant to the Assistant Commissioner of Education, he initiated and completed several projects to improve the administration and operation of Child Nutrition and Food Distribution Programs in the Virgin Islands.

Ken is a 1974 graduate of Rutgers.

I look forward to having a Deputy CFO of Ken's experience and abilities to work with me, the OCFO staff, and our agency colleagues and customers in the leadership and management of the Office of the Chief Financial Officer.

EVENTS CALENDAR

DOLAR\$

10/15/96 DOLFIN to open for FY 97 transmission.

10/15/96 Final **WCF** FY 96 CATARS to DOLAR\$ reconciliation.

10/15/96 "Shut-down" of PRISM/APPS system for FY 96 data; input only allowed for FY 97 Purchase Orders.

10/15/96 FY 96 **WCF** CATARS depreciation entries to be processed into DOLAR\$.

10/16/96 Final September **WCF** Cycle to be run.

10/17-18/96 Agency redistribution of WCF charges allowed.

10/18/96 Cut-off for Regional Financial Officers and National Office agencies for FY 96 on-line processing.

10/24/96 Final FY 96 CATARS to DOLAR\$ reconciliation for other than WCF agencies.

10/25/96 FY 96 CATARS depreciation entries for other than WCF agencies to be processed into DOLAR\$.

REGIONAL TELECONFERENCE SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Time</u>
11/06/96	Wednesday	2:00 p.m.

OPERATIONS, DEVELOPMENTS, AND EVENTS

1. FY 1996 DOLAR\$ Year-End Closing.

FY 1991 Travel Advances: All outstanding travel advances for FY 1991 have been written-of as of September 30. Any collection of these advances after the close of FY 1996 must be deposited into Treasury's Miscellaneous Receipt Account.

Dual Year Authority: This is a reminder that the Regional Offices are now cut off for dual year processing except for the Regional Finance Officers or their designees. The National Office agencies will be cut off as of close of business on October 18.

2. Update on SF 133 Implementation. The team has been working on two related goals: one, to assure that the FY 1996 year-end SF 133s are as accurate as possible in the new format; and two, to make the

OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)

required changes in DOLAR\$ to assure that DOLAR\$ will accurately produce the new SF 133 for FY 1997 and beyond. To date, over 1,200 changes were made to DOLAR\$ transaction codes, tested, and, on October 1, implemented in DOLAR\$. Additional transaction code changes, related to reimbursables, are in the process of being tested and will be implemented for FY 1997 processing. The Implementation Team has been using a test data base to run transactions to verify that the correct amounts appear on the proper lines on the new SF 133. For the September 1996 reports, the Office of Accounting and Payment Services (OAPS) will adjust DOLAR\$ from the breakdowns provided by the affected agencies. For the future, with the new transaction codes and General Ledger accounts, DOLAR\$ will produce the reports in the new required format.

The final FY 1996 SF 133s are due in mid-November. It is very important that those agencies that were asked for reimbursements and trust fund breakdowns submit the information to OAPS as soon as possible.

3. The final September WCF Cycle will be run on October 16. Agency redistributions will be allowed October 17 and 18.
4. New Mailing Date for Savings Bonds. Effective October 11, 1996, Treasury has transferred savings bond printing and distribution activities from the Philadelphia Financial Center (PFC) to the Federal Reserve Bank (FRB) of Cleveland. The PFC released savings bonds to the Postal Service on the second Friday of a pay period. The FRB will mail bonds on the first Wednesday of the following pay period; thus, bond recipients will now be receiving bonds a few days later than has been the case. This will not affect the date of issue or, subsequently, the interest earnings or negotiability of the bond.
5. The FY 1997 RCC Codebook was issued under Transmittal No. 66 for the DOLAR\$ Procedures, Volume II. It is dated October 2, 1996. Transmittal No. 65 contains the FY 1997 Project Codes Tables and will be issued shortly.
6. New on PC Browse. The following DOLAR\$ tables are now available on PC Browse:
 - all valid RCCs from 1990 to present;
 - all appropriations (IACs) that are or have been valid in DOLAR\$; and
 - budget activities for each appropriation.
7. New Accounts Payable Operations Handbook. Staff have completed a new A/P Operations Handbook which describes the features and processes of the A/P Subsystem; provides guidance on the proper operation of the commercial voucher payment function; gives a detailed description of the A/P Subsystem functions as well as other DOLAR\$ functions used in accounts payable operations; and describes the management reports that are outputs of A/P operations. We will be sending copies to all Agency Financial Managers and Regional Finance Officers later this week. Before we issue the Handbook in final, we would appreciate your comments on its content, format, and usefulness to your operations staff. You may send your marked-up copy or comments to Doni Fitch in the Office of Accounting and Payment Services, Room S4510. If you have comments only, you may send them via E-Mail. We would like to receive your comments by November 15.

FY 96 YEAR-END CLOSING and FY 97 OPENING

Following are key dates and activities extracted from the year-end closing/conversion schedule.

Legend: NOA = National Office Agencies
R = OASAM Regional Offices
R FO = Regional Finance Officer
OAPS = Office of Accounting and Payment Services
OFS = Office of Financial Systems

FY 96 Year-End Processing Schedule

FY 96 YEAR-END CLOSING and FY 97 OPENING

<u>ACTIVITY</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICE</u>
Complete final FY 96 CATARS to DOLAR\$ reconciliation for WCF only.	10/15/96	NOA
PRISIM/APPS system "shut-down" for FY 96 data. Input FY 97 Purchase Orders only.	10/15/96	NOA/R/OAPS
Process FY 96 CATARS depreciation entries into DOLAR\$ for WCF only.	10/15/96	NOA
Process final September FY 96 WCF Type 2 transactions.	10/16/96	OAPS
Run WCF Modules (RCB/RAMP) for September FY 96.	10/16/96	OFS
Distribute D331 to agencies.	10/17/96	OFS
Last day for redistribution of charges by NOAs.	10/18/96	NOA
Cut-off for RFOs and NOAs for FY 96 on-line processing.	10/18/96	NOA/R
Last on-line input cycles for FY 96 4th preliminary.	10/18/96	OAPS
Distribute 4th preliminary reports for September FY 96.	10/21/96	OFS
Update G/L with CATARS Physical Inventory adjustments for other than WCF agencies.	10/23/96	NOA/R
Complete final FY 96 CATARS to DOLAR\$ reconciliation for other than WCF agencies.	10/24/96	NOA
Process FY 96 CATARS depreciation entries into DOLAR\$ for other than WCF agencies.	10/25/96	NOA
Final input of FY 96 data for September FY 96 internal and external reports.	10/31/96	OAPS
Distribute final September FY 96 year-end reports.	11/04/96	OFS

FY 96 YEAR-END CLOSING and FY 97 OPENING**FY 97 Processing**

DOLFIN open for FY 97 transmission.

10/15/96

NOA/R

DOLAR\$ AVAILABILITY SCHEDULE

October 15, 1996 through November 15, 1996

Following are the dates and hours that DOLAR\$ will be available from October 15 through November 15, 1996. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Brenda Kyle on (202) 219-8314.

OCTOBER 1996

Tues.	Oct. 15	8:00 a.m. to 8:00 p.m.	Wed.	Oct. 23	8:00 a.m. to 8:00 p.m.
Wed.	Oct. 16	8:00 a.m. to 8:00 p.m.	Thurs.	Oct. 24	8:00 a.m. to 8:00 p.m.
Thurs.	Oct. 17	8:00 a.m. to 8:00 p.m.	Fri.	Oct. 25	8:00 a.m. to 8:00 p.m.
Fri.	Oct. 18	8:00 a.m. to 8:00 p.m.	Sat.	Oct. 26	System Closed
Sat.	Oct. 19	System Closed	Sun.	Oct. 27	System Closed
Sun.	Oct. 20	System Closed	Mon.	Oct. 28	8:00 a.m. to 8:00 p.m.
Mon.	Oct. 21	8:00 a.m. to 8:00 p.m.	Tues.	Oct. 29	8:00 a.m. to 8:00 p.m.
Tues.	Oct. 22	8:00 a.m. to 8:00 p.m.	Wed.	Oct. 30	8:00 a.m. to 8:00 p.m.
			Thurs.	Oct. 31	8:00 a.m. to 8:00 p.m.

NOVEMBER 1996

Fri.	Nov. 1	8:00 a.m. to 8:00 p.m.	Fri.	Nov. 8	8:00 a.m. to 3:00 p.m.
Sat.	Nov. 2	System Closed	Sat.	Nov. 9	System Closed
Sun.	Nov. 3	System Closed	Sun.	Nov. 10	System Closed
Mon.	Nov. 4	8:00 a.m. to 8:00 p.m.	Mon.	Nov. 11	8:00 a.m. to 8:00 p.m.
Tues.	Nov. 5	8:00 a.m. to 8:00 p.m.	Tues.	Nov. 12	8:00 a.m. to 8:00 p.m.
Wed.	Nov. 6	8:00 a.m. to 8:00 p.m.	Wed.	Nov. 13	8:00 a.m. to 8:00 p.m.
Thurs.	Nov. 7	8:00 a.m. to 8:00 p.m.	Thurs.	Nov. 14	8:00 a.m. to 8:00 p.m.
			Fri.	Nov. 15	8:00 a.m. to 8:00 p.m.